



BSA Publications Coordinator

Job type: Permanent – 28hrs/week, 24 holidays/annum and Bank Holidays

Location: Durham, UK

Salary: Approximately £18,500 (approx. £23,000 pro rata)

Closing Date: 21 June 2017

Interviews: 27 June 2017

Applications, including cover letter and CV to: margaret.luke@britsoc.org.uk

The British Sociological Association is the UK's national subject association for sociology. Our aim is to promote sociology and one of the ways in which we achieve this is by publishing journals, books and other materials. The BSA publishes four academic journals with our publishing partner SAGE Publications. With our current strategic focus on developing our journals, particularly their social media and digital presence, we are seeking a confident, organised and motivated individual to support BSA publications services, primarily with peer review and digital strategy support for our academic journals. You will be part of the team that plays a key role in supporting the BSA members who work on our academic journals and other publications and promoting sociology to a wide audience. This is a fantastic opportunity to gain experience in the academic publishing industry with a dynamic, respected and well-established organisation.

Reporting to the Publications and Membership Manager, the key responsibilities are as follows:

- Help create, implement and analyse the digital strategy for BSA Publications
- Staying up to date with changing technologies and opportunities for journals
- Manage the flow of manuscripts for academic journals
- Maintain the manuscript tracking system database
- Correspond with authors, referees and editors
- Support the users (editors, authors and reviewers) of the manuscript tracking system
- Respond to general publications enquiries
- Proof read publications
- Provide general administrative support to BSA publications services and the Publications and Membership Manager
- Coordinate with Journal Editors, the Media Consultant, the IT Officer and other BSA colleagues to ensure a joined-up approach to messaging about the Journals and the BSA
- Perform any other tasks as requested by the Publications and Membership Manager

Essential:

- Relevant university degree or equivalent
- Digital communications experience and skills, including copy writing, e.g. for Twitter, Facebook, LinkedIn, podcasting, blogging, etc.
- Excellent command of the English language, written and spoken, including accurate spelling and grammar
- Excellent interpersonal skills
- Capacity to problem-solve and make considered decisions
- Proven high level of attention to detail and accuracy
- Ability to organise and prioritise a varied workload using own initiative

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BRITISH
SOCIOLOGICAL
ASSOCIATION



- Basic office experience with equipment and software, e.g. Word, Excel, Databases, Microsoft Office, internet and email

Desirable:

- Graduate or postgraduate degree in sociology
- Experience with ScholarOne Manuscripts™ or other manuscript tracking software
- Experience using social media for academic publications and/or in the academy
- Background in social sciences and/or humanities
- Understanding of the life cycle of a publication
- Publishing industry experience

About the British Sociological Association

Founded in 1951, the BSA is a national charity and a company limited by guarantee. It has a turnover of £1.2 million, a membership of over 2,600, 16 trustees and 13 permanent staff. The Association's primary charitable aim is to promote sociology. Registered charity number: 1080235.